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Next 1 Page(s) In Document Denied

Approved For Release 2006/10/19 : CIA-RDP54-00177A000100080010-3

TREASURY DEPARTMENT
Form No. 2254
Form approved by
Comptroller General, U. S.
January 14, 1942

No. _____

INDIVIDUAL AUTHORIZATION CARD AND RECORD OF PAY-ROLL ALLOTMENTS

For Purchase of War Savings Bonds

_____ (Department or Establishment) _____ (Bureau or Office)

Place _____ *Date* _____

I hereby authorize the allotment of $_____ from pay due me on each pay period after date. As accumulated allotments total $_____, War Savings Bonds of the denomination of $_____, registered as indicated below, are to be issued to me. This authorization and the registration instructions are to remain in effect until (1) canceled by me in writing, or (2) termination of employment.

_____ (Employee's signature) (*NOTE.*—Employee's name must be same as shown on pay roll.)

First allotment will be made on pay roll for period ending—

Delivery instructions:
(Check one)
☐ In person.
☐ By mail.

16—26361–3

Mr.
Mrs.
Miss _____ (First name) (Middle name or initial) (Last name)

Address _____ (Number and street) (City or town) (State)

Check one: ☐ Coowner. ☐ Beneficiary.

Mr.
Mrs.
Miss _____ (First name) (Middle name or initial) (Last name)

Address _____ (Number and street) (City or town) (State)

Form W-4 (Rev. 1944)
U. S. Treasury Department
Internal Revenue Service

EMPLOY''S WITHHOLDING EXEMPTION CF TIFICATE

(Collection of Income Tax at Source on Wages)

Print full name _____ Social Security No. _____
Print home address _____

FILE THIS FORM WITH YOUR EMPLOYER. Otherwise, he is required by law to withhold tax from your wages without exemption.

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

I. If you are SINGLE, write the figure "1" here . . . . . _____

II. If you are MARRIED, one exemption is allowed for the husband and one exemption for the wife.
(*a*) If you claim *both* of these exemptions, write the figure "2" here . . . . . _____
(*b*) If you claim *one* of these exemptions, write the figure "1" here . . . . . _____
(*c*) If you claim *neither* of these exemptions, write "0" here . . . . . _____

III. If during the year you will provide more than one-half of the support of persons closely related to you, write the number of such dependents here. (See Instruction 3 on other side.) . . . . . _____

IV. Add the number of exemptions which you have claimed above and write the total here . . . . . ☐

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Dated _____, 194___ (Signature) _____

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1. NEW CERTIFICATE REQUIRED.—The Individual Income Tax Act of 1944 revised the withholding exemptions *effective January 1, 1945*, and requires the filing of NEW certificates—

BY ALL EMPLOYEES—on or before December 1, 1944.

BY NEW EMPLOYEES—on or before beginning work.

BY EMPLOYEES WHOSE EXEMPTIONS DECREASE—within 10 days after such change.

2. CHANGES IN EXEMPTIONS.—You *may* file a new certificate at any time if the number of your exemptions increases.

You *must* file a new certificate within 10 days if the number of your exemptions *decreases* for any of the following reasons:

a. Your wife (or husband) for whom you have been claiming exemption either dies, is divorced, or claims her (or his) own exemption on a separate certificate.

b. The support of a dependent for whom you claimed exemption is taken over by someone else, so that you no longer expect to furnish more than half the support for the year.

c. You find that a dependent for whom you claimed exemption will receive $500 or more of income of his own during the year.

3. DEPENDENTS.—To qualify as your dependent (line III on other side), a person must (1) receive more than one-half of his or her support from you, (2) have less than $500 of income of his or her own during the year, and (3) be closely related to you. "Closely related" means that the person is—

Your son, daughter, or their descendants; stepson, stepdaughter, son-in-law, or daughter-in-law;

Your father, mother, or ancestor of either; stepfather, stepmother, father-in-law, or mother-in-law;

Your brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, or sister-in-law;

Your uncle, aunt, nephew, or niece (but not if related only by marriage).

The above relationships apply to a legally adopted child the same as though he or she were a child by blood. Do not claim a citizen of a foreign country as a dependent unless he or she is a resident of the United States, Canada, or Mexico.

Penalties are imposed for willfully supplying false information or willful failure to supply information which would reduce the withholding exemption.

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(Employee's name and serial number, if any)

Disbursing Officer's Symbol

RECORD OF ALLOTMENTS MADE

pay rolls for periods indicated below

"PERIOD ENDING."

D. O. VOUCHER No.	PERIOD ENDING	AMOUNT OF ALLOTMENT	D. O. VOUCHER No.	PERIOD ENDING	AMOUNT OF ALLOTMENT	D. O. VOUCHER No.	PERIOD ENDING	AMOUNT OF ALLOTMENT

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